

Minutes of the
North Dakota Educational Technology Council Meeting

Monday, May 19, 2003
Lecture Room A, State Historical Society of North Dakota, Bismarck

Lisa called the meeting to order at 10:03 am

Members present:	Grant Crawford Tom Cummings Tom Eberle	Lisa Feldner Chris Kalash Kevin Keenaghan	Laurie Martin Bev Nielson Curt Wolfe
Members absent:	Jerry Bartholomay	Wayne Kutzer	Wayne Sanstead
Staff present:	Dan Pullen Deborah Janzen	Jody French	Neil Howe
Guests present:	Mike Ressler, Deputy CIO of ITD		

Agenda was approved with the addition of “Council Position Vacancy” item added under New Business.

Bev Nielson moved to approve the consent agenda items including the approval of the February 5, 2003 meeting minutes and the financial report. Grant Crawford seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson, Wolfe; No: none; Absent: Bartholomay, Kutzer, Sanstead.)

Recognition activities included:

- Lisa Feldner received her PhD in Educational Leadership, May 17, 2003 at the University of North Dakota.
- Grant Crawford co-wrote an article entitled, “Fourth Annual EDUCAUSE Survey Identifies Current IT Issues.” The article is published in EDUCAUSE Quarterly, issue Number 2, 2003.
- Dan Pullen was elected vice-chair of State Policy Committee of State Educational Technology Director’s Association.
- Neil Howe is the President of AACIS for 2002-2003.

Old Business

The 2003 State Education Technology Plan was presented to the Council members. Dan Pullen stated that a list of contributors will be added to this document. The plan will be revised in 2003-04 to include more definitions of teacher proficiency and student technology literacy will also be added as they become available at the national level. This plan is the basis for schools to use to modify their current plans. A template with questions to help develop a local technology plan is being written as an companion to this plan. Certain information is needed in both state and local plans to comply reporting requirements in federal and state programs.

Kevin Keenaghan moved to approve the State Education Technology Plan as presented. Laurie Martin seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

New Business

EduTech AUP

EduTech Acceptable Use Policy generated discussion on the definition of lobbying and how that applies to users. Kevin Keenaghan moved to table consideration of the EduTech AUP until the August meeting. Chris Kalash seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe).

Lisa Feldner appointed a committee to revise the AUP policy and develop educational materials designed to inform users of appropriate use of their state provided email network. Jody French, chair, Chris Kalash, Kevin Keenaghan, and Bev Nielson volunteered to serve on this committee. The committee will complete their task by the August ETC meeting.

ETC/NDSU/EduTech Memorandum of Understanding

The ETC/NDSU/EduTech MOU is required to define the relationship between NDSU and EduTech. NDSU host EduTech and acts as its fiscal agent. Bev Nielson moved to approve the Memorandum of Understanding. Grant Crawford seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

Council Vacancy

Laurie Martin will be leaving North Dakota this summer to move to Colorado. Lisa Feldner will inform the Governor's Office of a vacancy on the ETC Council. The council members are requested to submit potential names of classroom teachers to fill the vacancy to Lisa.

Policy Reviews

Executive Limitations Policies

EL-4	Staff Treatment
EL-5	Staff Compensation
EL-6	Staff Evaluation
EL-9	Asset Protection
EL-10	Communication and Counsel to the Council
EL-11	Biennial Report to the Public
	Full monitoring report on all results policies (R-0-5)

The Council accepted the compliance reports on these policies as submitted by the director on April 18, 2003. No changes were recommended to these policies.

Council/Director Relationship

C/DR-5E	Annual Director Evaluation
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Dan Pullen distributed a document as a comment to the compilation of director evaluation statements from the council members. Grant Crawford moved to thank Dan for the leadership he has shown, to accept the evaluation compilation and response documents; and to look forward to Dan Pullen's leadership in the coming year. Chris Kalash seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

Governance Process

GP-8/8E Agenda Planning

Based on the need to align the annual ETC agendas with the director performance review cycle, changes were proposed to GP-8-E. Grant Crawford moved to approve the changes as presented in the distributed document. Tom Eberle seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

GP-4 Monitoring Council GP and C/DR Policies

Changes in GP-4 were proposed to align it with GP-8-E. Grant Crawford moved to approve the changes as presented in the distributed document. Kevin Keenaghan seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

Council/Director Relationship

C/DR-5 Monitoring Director Performance

Tom Eberle moved to approve the changes as presented in the distributed document. Bev Nielson seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson; No: none; Absent: Bartholomay, Kutzer, Sanstead, Wolfe)

C/DR-2 Unity of Control

No changes were recommended to this policy.

Results Policies

Update/Progress Report as Appropriate

Dan Pullen intends to examine the key indicators with NDIS and EduTech leadership, to improve their usability. He recommended bringing in Lowell Wolff as a consultant to work with the Council in August as a general refresher on policy governance, an introduction to policy governance to the two new board members and to lead a discussion clarifying the key indicators so they are measurable and achievable. Dan, Neil and Jody will meet prior to this council meeting to develop suggestions for improving the key indicators. The Council agreed to have Lowell Wolff as a consultant for the August meeting.

Council and Staff Reports

Committee Reports

Legislative Issues Committee

As a result of the change in the membership of the Council of HB 1444, the ETC Chair will inform the Governor's office that there are two vacancies on the ETC Council. Funding for Prairie School Television was moved to the DPI budget. The amount allocated is half of the needed funding to continue this service. Prairie School Television staff will apply for grant monies to provide the remainder of the funding needed.

Internet Filtering Committee

The Internet Filtering Committee asked Jody French and John Geiser, to draw up a revised plan to facilitate Internet filtering for K12 STAGEnet. In order to comply with CIPA and other laws, filtering decisions need to be made at the local level. The new filtering plan requires local decision. More refinements will be made to the plan before releasing it to the schools in September 2003. Full implementation of the new plan will begin January 2004.

Data Collection Initiative Committee

The ND ETC Data Collection Committee has met three times since February 2004. Data collection is a complex issue that may become more complex in the future. Collecting the data for NCLB is controversial nation wide. The ND ETC Data Collection Committee will continue to meet and report to the Interim Education Committee as appropriate.

EduTech – Jody French Videostreaming Project

EduTech completed a one year ETC pilot project on the use of two separate digital video services in two different groups of schools. The results indicated low usage by both school groups. EduTech recommends pursuing statewide discount pricing for schools and offering training programs for teachers who wish to use this service. No ETC or EduTech funds are requested for videostreaming. PSTV may receive funding to support streaming video through a grant submitted in May.

NDIS Video Courses Project

EduTech analyzed the results of the NDIS ITV Spanish class pilot project. NDIS will continue to offer ITV classes making changes based on the pilot project experience. Four days of synchronous instruction/student interaction will be supplemented with one day of web instruction per week.

2003-2005 EduTech Budget

EduTech received \$2.5 million for the 2003-2005 biennium. Current staff and services will continue.

NDIS – Neil Howe Enrollment information

Enrollment in NDIS courses is 5% higher in 2003 than 2002. All fees will be increased for 2003-2004. At least two new ITV courses will be offered in 2003-04, Spanish II and Art Survey. Neil continues to be concerned with maintaining and recruiting teachers for the Division at current state salaries.

2003-2005 NDIS Budget

NDIS received funding for a 2.5 FTE increase for the next biennium. Two of this FTE increase are teachers and the .5 FTE is a custodial position.

Director's Report – Dan Pullen

Prairie School Television Project

ETC and Prairie School Television conducted a survey to determine the PSTV use by schools during the 2002-03 school year. The survey results indicated low use, but enthusiastic support by those users. These results did not justify ETC funding within the constraints of the budget for the 2003-05 biennium. PSTV has received funding in the DPI budget for 2003-05 biennium and hopes to supplement that with grant funding.

2003-2005 ETC Budget

ETC received \$793,818 for the 2003-05 biennium. The Council will need to make some decisions on the salary and operations budgets, the remaining funds will be spent in the form of grants to schools.

Laurie Martin moved to increase the Director's salary by \$200 per month beginning July 1, 2003. Bev Nielson seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson, Wolfe; No: none; Absent: Bartholomay, Kutzer, Sanstead.)

Laurie Martin moved to reimburse, as the 2001-03 budget allows, the Director for living expenses incurred while staying in Bismarck during the legislative session. Bev Nielson seconded the motion, which passed unanimously. (Yes: Crawford, Cummings, Eberle, Feldner, Kalash, Keenaghan, Martin, Nielson, Wolfe; No: none; Absent: Bartholomay, Kutzer, Sanstead.)

E-Rate Application

ETC is waiting for notice of final 2003-04 E-Rate approval from USAC. This funding is critical to support K12 network services.

High Plains R*TEC

High Plains R*TEC and the Center for Digital Education will hold a Policy and Technology Institute in Denver, Colorado on October 15-17, 2003. There is some potential for financial support to attend this institute. Some ETC and other education leaders may attend. More details will be forthcoming.

Set Date and Time of Next Meeting

August 14, 2003, 10:00 - 3:00 in Bismarck

The meeting was adjourned at 2:43 pm

Minutes submitted by Deborah Janzen